Administration UI v2

Administration UI v2 is a redesigned administration interface for **ActiveServer**. It runs alongside the classic Administration UI described in the other guides in this section. Both interfaces use the same login page, user accounts, roles, settings and data, so a change made in one is immediately visible in the other.

This page explains how to access **Administration UI v2**, where each function is located, and how it differs from the classic Administration UI.

Switching between interfaces

A user with the **System Admin** role can choose the interface in **Settings > Security > Admin UI version**: **New (v2)** or **Classic**. **New (v2)** is the default. The change applies to all users, who see the selected interface the next time they sign in.

Layout

- **Left sidebar** - contains the menu, grouped into **Platform** and **Workspace**, and a **Search** box. Press **Ctrl K** (**Cmd K** on macOS) to search for a page by name.
- **Account menu** - select your name at the bottom of the sidebar to open **Profile Settings**, **Documentation**, the language (English or Japanese), **Dark mode**/**Light mode** and **Sign out**.
- **Header** (wide screens) - toggle the sidebar between full width and icons only, open notifications with the bell icon, switch the theme, or open the user menu, which includes **Change Password**.
- On narrow screens, the menu button at the top left opens the sidebar.

Menu items are shown according to your roles and permissions, in the same way as the classic Administration UI. If you open a page you do not have access to, you are taken to your **User profile**.

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Where to find each function

Administration UI v2 menu	Related guide
Dashboard	Using the dashboard
Merchants > Merchants	Search for merchants, Manage merchants
Merchants > Acquirers	Manage acquirers
Directory Servers > Production / **Testlabs**, tabs **Settings**, **Certificates**, **Card Range**	Manage DS settings, Manage DS certificates, View DS card ranges
Transactions	View transactions
Deployment, tabs **Nodes**, **Activation Status**	Manage nodes, Activate instance
User Management	Manage users
Audit Logs	Audit logs
Archiving, tabs **Stats**, **Settings** (when enabled)	Archiving
Settings, tabs **System**, **Security**, **3D Secure**	Configure system settings
Certificate Monitor	Certificate Monitor
About	View ActiveServer information
Account menu > **Profile Settings**	User profile

Theme

Select the sun/moon icon in the header, or **Dark mode**/**Light mode** in the account menu, to switch between the light and dark theme. The choice is remembered by your browser. The light theme is the default.

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Signing out

Select **Sign out** from the account menu or the user menu. **ActiveServer** ends the session before showing the login page, and other open **Administration UI v2** tabs are signed out as well. If the session cannot be ended, an error is shown and you remain signed in.

Differences from the classic Administration UI

- Client certificate downloads show the certificate password once on screen instead of including it in the downloaded `metadata.txt` file. See Manage merchants.
- **Profile**, **About**, **Documentation** and **Sign out** are in the account menu or sidebar instead of the icons at the bottom of the sidebar.
- The **Dashboard** shows summary figures (**Total Txns**, **Auth Rate**, **Challenge Rate**, **Active Schemes**).
- The login, two-factor login, forgot password and set password pages are shared with the classic Administration UI.

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